CABARET QUALITY PLAN

CABARET QUALITY PLAN – DRAFT
(For approval by the Quality Board at the 2nd Steering Committee Meeting of 27th-29st September 2017)

This document presents a comprehensive quality plan for the CABARET (Capacity Building in Asia for Resilience EducaTion) project. The objective of the quality plan is to provide quality assurance to the project. This is to ensure systematic monitoring and control of the quality of the project in order to maximise the likelihood of delivering the project's intended outcomes.

Purpose of the Quality Plan
The quality plan is intended to comprehensively document the quality expectations for the project and how these expectations will be met. This includes:

- appropriate quality standards for each aspect of each work package of the project;

- objectively verifiable (qualitative and quantitative) performance indicators and means of verification for each quality standard;

- templates supporting project quality assurance.

The quality plan provides the basis for both internal and external project evaluations as well as for work package progress reporting. It is intended as a 'living document' so that it will be developed and adapted throughout the project as the need to do so arises.

Quality Plan Structure
Quality assurance has already been generally considered in the project design so that numerous quality processes, events and tools (quality planning, reviews, evaluations, surveys, templates, etc.) are outlined in the project description. The intention of the quality plan with regard to these is twofold:

1. To structure them so that any gaps are exposed and closed while minimising the additional administrative burden,

2. To elaborate the details of these processes, events and tools so that they are explicit, clear and fully defined for implementation.

The quality plan is organised in the form of 2 related tables:

- Table 1 – A summary of the different types of project deliverables for the CABARET project together with their corresponding quality assurance requirements and associated templates
- Table 2 –Objectively Verifiable Indicators and Means of Verification for all the project work packages and their deliverables

Table 1 is intended to ensure a standard approach to quality assurance in all project activities (for example, standards for meetings, progress reporting templates, participant evaluations of events and so forth). The templates identified in Table 1 are listed on the last page (page 14) of the quality plan. They shall be developed and made available as required.

Table 2 compiles both quantitative and qualitative objectively verifiable indicators which have been identified and agreed by the project partners. These indicators are to be captured in order to demonstrate that the deliverable or work package has been successfully achieved to an appropriately high quality level. These are referenced to corresponding means of verification, i.e. the specific documents where the objectively verifiable indicators are recorded.

Table 1: Summary of quality assurance requirements and templates by deliverable type

Deliverable Type	Requirements / Standards / guidelines	Templates
All project documents, reports and presentations	- EU Erasmus+ logo - CABARET project logo - European commission disclaimer	- Document /report templates - Presentation template
Overall project	Project (interim and closure) reporting	Project partners self-evaluation template

	• Annual self-evaluations • Annual independent expert evaluations • External financial audit	• Independent expert evaluation report template
Conference papers, journal papers & editorials	• EU funding acknowledgement with disclaimer	• Relevant conference paper template • Relevant journal papers & editorials templates
Meetings	• Agenda • Meeting minutes • Participant evaluation	• Meeting agenda template • Meeting minutes template • Meeting participant evaluation form
Project Management	• EU Lifelong Learning – Erasmus programme standards • Progress reporting with reference to measurable indicators from Quality Plan Table 2	• Work package progress reporting template
Virtual training platform	• Functional and technical specifications • User manual • User feedback	• Virtual training platform user evaluation form
Training programme and training events	• Training materials • Training programme schedule • Participant registration • Participant feedback	• Training participant register template • Training participant evaluation form template

Table 2: Summary of quantitative and qualitative objectively verifiable indicators

Work Package / Deliverable Ref.	Description	Objectively Verifiable Quality Indicators		Means of Verification
		Qualitative Indicators	Quantitative Indicators	
Overall Project		• Increased people-to-people contacts • Improved inter-cultural awareness and understanding • Transfer of knowledge • Improved competencies and skills in HEIs • Increased management, governance and innovation capacities • Increased intra-regional cooperation • Increased inter regional cooperation	• Number of scientists or decision-makers participating in research and exchanges among partner institutions • Number of training events • Number of staff trained • Partner HEI researchers, managers and administrators attending training events • Number of intra-regional people-to-people contacts • Number of inter-regional people-to-people contacts • Number of reliable sources of data and information	• Project (interim and closure) reports • Detailed baseline and progress surveys of partner HEIs • Work Package progress reports • Independent evaluation reports • Self-evaluation reports • Training event participant registers • Training event participant feedback • Verification of the sources of data and information

		• Academic, technical and management staff's understanding of advanced governance and management • Improved HEI understanding of wider social and economic environment • Reliable data and information use • Data and knowledge exchange		• Number of exchanged data and information lists
WP1	**Intra and inter regional capacity building framework**	• Improved national and regional efforts towards MHEW • Improved cooperation with the Associate Partners, IOC-UNESCO (P18), FSLGA (P16) and ADPC (P17).	• Number of intra-regional people-to-people contacts • Number of inter-regional people-to-people contacts • Number of scientists or decision-makers participating in research and exchanges among partner institutions and associate partners	• WP1 progress reports • Five detailed country position papers (Indonesia, Maldives, Myanmar, Philippines, Sri Lanka) • A regional position paper for Asia • The regional monitoring and

				assessment framework
1.1	Identify intra and inter region capacity needs across partner country HEIs		• A detailed regional survey that addresses regional capacities in HEIs	• Pilot survey • Collection and analysis of the survey responses • Survey report
1.2	National level capacity analyses (Indonesia, Maldives, Myanmar, Philippines, Sri Lanka)	• Literature Review • Qualitative interviews and focus groups • Improved understanding of national capacity needs for MHEW	• Number of stakeholders contributing/responding (by participating in the interviews and focus groups) to national level position papers	• Collection and analysis of the interviews and focus group responses • Five detailed country position papers (Indonesia, Maldives, Myanmar, Philippines, Sri Lanka)
1.3	Regional level capacity analyses (Region 6 and particularly partner countries)	• Literature Review • Improved coordination with the partner countries • Improved understanding of the capacity needs for MHEW at regional level	• Regional level capacity analyses	• A regional position paper for Asia Region 6

1.4	Lead the regional monitoring and assessment framework	• Development of regional monitoring and assessment framework for capacity building	• Number of stakeholders coordinating and contributing to the development of the framework	• Regional monitoring and assessment framework
WP2	**Project management**			
2.1	General administration and management of the project	• Achievement of planned (qualitative) outputs • Activity progress (qualitative assessment) • Financial management meets European Commission requirements	• Achievement of planned (quantitative) outputs • Activity progress (physical progress)	• Project (interim and closure) reports • Independent evaluation reports • Self-evaluation reports • WP2 progress reports • External audit report
2.2	Convene steering committee meetings	• Feedback from participants	• Number of steering committee meetings held • Meeting attendance • Actions arising from previous meeting minutes fulfilled	• Meeting agenda • Meeting minutes • Participant registers • Participant evaluations

2.3	Hold kick-off meeting	• Feedback from participants	• Meeting attendance	• Meeting agenda • Meeting minutes • Participant registers • Participant evaluations
2.3.1	Consortium agreement and terms of reference	•	• Signed agreement	• Signed consortium agreement
2.4	E-newsletters	• E-newsletters address relevant issues for intended readers	• Number of e-newsletters produced • E-newsletter readers	• E-newsletters • Website traffic statistics
2.5	Interim and closure reports	• Feedback from Commission on interim report	• Reports produced on time	• Project (interim and closure) reports
WP3	**Quality management**	• Quality assurance requirements do not impose unreasonable administrative burden on partners • Project performance improves as a result of quality assurance activities	• Regular review of quality indicators • Achievement of quality objectives • Project compliance with quality assurance best practice	• Meeting minutes • WP3 progress reports • Independent evaluation report

3.1	Convene quality board		• Quality board convened	• Meeting minutes
3.1.1	Quality board meetings	• Quality issues resolved • Actions arising from previous meeting minutes fulfilled	• Number of quality board meetings held • Number of people attending quality board meetings	• Meeting agenda • Meeting minutes • Participant registers • Participant evaluations
3.1.2	Quality plan	• All partners participate in the formulation of suitable indicators • Quality plan agreed by all partners • Quality plan approved by the steering committee • Feedback from the independent evaluator	• Performance indicators developed and agreed by all partners • Work package progress reporting template developed	• Quality plan • Meeting minutes • WP progress reports
3.1.3	Independent evaluation reports	• Independent evaluator is appropriately qualified	• Independent evaluator selected • Independent evaluation takes place at scheduled time	• Meeting minutes • Independent evaluation reports

			Independent evaluation reports produced on time	
3.1.4	Partner and participant evaluation surveys	• Feedback from partners • Feedback from participants	• Evaluation surveys take place as scheduled • Number of partner evaluation surveys • Number of participant evaluation surveys	• Meeting minutes • Responses and analysis of partner evaluation surveys – and relevant reports.
3.1.5	Annual self-evaluation	• Self-evaluation results are used to improve project delivery	• Participation of all project partners in the self-evaluation exercise • Self-evaluation exercise takes place at scheduled time	• Meeting minutes • Self-evaluation reports • Independent evaluation reports
3.2	Capacity building progress survey (against year 1 baseline)	• Improved understanding and coordination between the partner institutions and associate partners in addition to the relevant stakeholders	• Capacity building progress survey takes place as scheduled • Increased number of responses to the survey	• Collection and analysis of the survey responses • Survey report

WP4	Regional innovation hub	• Enhanced capacity for scientific cooperation and knowledge transfer activities within Asia and with Europe and other regions • Strengthening MHEW systems at all levels in Asia • Increased innovative thinking and solutions/suggestions	• Number of scientific cooperation and knowledge transfer activities in Asia • Number of scientific cooperation and knowledge transfer activities in Europe and other regions • Number of experts including academia, government and civil society taking part in the activities	• WP4 progress reports
4.1	Establish regional innovation hub	• Development in regional innovation infrastructure to promote scientific cooperation and knowledge transfer • Stimulate Asia-Asia and EU-Asia peer to peer cooperation by bringing together experts, including academia,	• Number of regional innovation infrastructure proposals and developments • Number of experts taking part in the proposal and development activities	• Individual proposal and development reports

		government and civil society, on MHEW issues		
4.2	Host sandpit events	• Increase in proposal of specific events or activities – ranging from a single large research project to several smaller projects • Increased stakeholder engagement, capacity building and knowledge sharing activities • Increase in lateral thinking and radical approaches to address major regional challenges in MHEW • Increase in multidisciplinary participation of the attendees	• Number of sandpit events • Number of participants attending sandpit events, across the partners, as well as socio-economic actors • Number of various disciplinary experts attending the events • Number of proposed radical approaches to address major regional challenges in MHEW • Number of overseas visits • Number of networking activities • Number of feasibility studies • Number of projects discussed/proposed/carried out	• Independent event reports • Participant registers • Participant evaluations

4.3	Facilitate short term scientific missions	• International research events co-organised by partner HEIs • Joint partner country proposals for projects, feasibility studies, networking activities, overseas visits, secondment etc. • Increased exposure to the other institutions, different cultures and a range of stakeholders • Increased opportunities for further research and networking opportunities	• Number of stakeholders, including private enterprises (including SMEs), non-profit or charitable organisations, international organisations, and national & local governments taking part in scientific/ technological knowledge through individual/personalised projects • Number of meetings with stakeholders and number of participants in them	• Independent activity reports • Participant registers • Participant evaluations • Self-evaluation of the quality of the meetings
4.4	Deliver innovation training workshops	• Optimised open knowledge sharing on MHEW at the regional level	• Number of face-to-face workshops held in Asia and the UK	• Independent workshop reports • Participant registers • Participant evaluations

		• Increased capacity of partners to use and learn from the latest innovation expertise and methodologies • Increased capacity of dealing with MHEW research and innovation issues • Increased collaborative and networking functions and mechanisms within the partners	• Number of virtual training workshops held in Asia and the UK • Number of proposed collaborative and networking functions and mechanisms within the partners	
WP5	**Intra- and inter-regional cooperation**	• Increased capacity to increase international cooperation by partner HEIs to tackle ways to enhance MHEW • Strengthened regional relationships between HE and the	• Number of international cooperation activities participated by partner HEIs • Number of partner HEIs in each activities	• WP5 progress reports

		wider economic and social environment.		
5.1	Develop a capacity building roadmap to address regional gaps and priorities (informing actions at the regional level)	• A roadmap towards addressing regional gaps and priorities in Asia (informing actions at the regional level)	• Number of regional level activities	• Report on the roadmap
5.1.1	Conduct a series of workshops	• Expert knowledge collection and analyses • Increase in cooperation and collaboration between partners and associate partners	• Number of experts participating in the workshops	• Independent workshop reports • Participant registers • Participant evaluations
5.2	Develop regional cooperation training programme (building capacity at the institutional level).	• Advancement in training abilities of experienced researchers and management from programme country institutions	• Number of regional cooperation training programme • Number of participants • Number of training programme	• Independent reports • Participant registers • Participant evaluations

		- Improved cooperation between the partner countries institutions - Training materials, case studies and practical examples - Improved regional cooperative mechanisms on MHEW - Increased knowledge of good practices, expertise and capacities in assessing risks - Advancement in sustainable monitoring and warning services - Enhanced dissemination and communication systems - Increased awareness of the importance of,		

		and means by which, regional cooperation can take place (building capacity at the institutional level).		
5.3	Deliver regional cooperation training programme	• Increased awareness of the opportunities for inter-regional collaboration, for example, linking to North-Eastern Atlantic, the Mediterranean and Connected Seas, the Pacific, and Caribbean Sea.	• Number of inter-regional collaboration activates • Number of participants	• Independent reports • Participant registers • Participant evaluations
5.3.2	Face-to-face training workshops	• Increased awareness of importance of intra and inter regional cooperation (sharing scientific knowledge and applications, building capacity, sharing costs, and addressing	• Number of collaborations with organisations abroad • Number of international project proposals • Number of international projects managed • Number of international events, conferences and seminars attended	• Independent reports • Participant registers • Participant evaluations

		transboundary disasters) • Enhanced skills to deliver (make it happen) international cooperation	• Number of international exchanges • Number of research agreements with partners • Number of networking events	
WP6	**Partnerships with social and economic actors**	• Improved partnerships with socio-economic actors within vulnerable coastal communities • Promotion of opportunities for fruitful university partnerships with socio-economic actors in coastal communities • Increased realisation of characterisation of effective MHEW • Increased related actions (the identification of	• Number of partnerships • Number of opportunities explored, promoted and executed • Number of characteristics of effective MHEW • Number of workshops, training school, staff mobility and secondment opportunities •	• WP6 progress reports • Individual partnerships/activities report • Participants registers • Participant evaluations

		stakeholders group, partnerships etc.) needed to promote stakeholders' creation • Increased activities related to interactive workshops, a training school, and staff mobility and secondments		
6.1	Prepare a university – socio-economic actor secondment strategy and implement a secondment plan for partner institutions	• Increase in networking and secondment opportunities for independent non-governmental organisations such as ADPC, and partner HEIs of countries in the Asia region • Better understanding (with the input from the stakeholders) of the roadmap at the regional/internation	• Number of networking opportunities • Number of stakeholders engaged in developing the roadmap • Number of academic links established	• Individual report • Participants registers • Participant evaluations

		al level, linking into the work of ADPC identifying the key role of higher education towards increasing regional cooperation • Enhanced design and delivery of training and academic links		
6.2	Deliver social and economic partnership training workshops	• Capacity building through a series of face-to-face training workshops covering key topics identified in WP1 • Enhanced partners' skills to create practical toolkits and guides • Increased contribution of HEIs and relevant stakeholders to developing regional and national	• Number of public engagement activities • % of attendees to the training activities on toolkits and guides • Number of stakeholders engaged in developing regional and national strategies for MHEW • Number of publications, including media, journal articles, conference papers, reflecting perception of stakeholders and governments on the benefits of MHEW	• Individual report • Participants registers • Participant evaluations • Peer review feedback

		strategies for multi-hazard early warning • Increased communication efforts towards improving the perception of stakeholders and governments on the benefits of MHEW		
6.3	Facilitate social and economic actor secondments	• Increased relationship between partners and non-academic sector • Understanding of procedures for secondment.	• Number of secondment opportunities • Number of stakeholders/actors involved in the secondment opportunities • Number of applications received for the secondment opportunities	• Invidual reports • Participants registers • Participant evaluations
WP7	**Learning and teaching tools, methodologies and approaches**	• Sustainable development of capacity building within the partner HEIs, and across related social and economic actors	• Number of stakeholders taking part or being part of capacity building • Number of countries taking part in capacity building	• WP7 progress reports • Self-evaluation reports

		involved in the MHEW process through online regional infrastructure • Even progress in MHEW across the Asian region • Establish a sustainable mechanism for training in coastal hazards and risk assessment and management for continuing professional development • Enhanced foundation of procedural knowledge and promote its take-up on a sustained and sustainable basis • Establishment of a regional self-	• Number of professional training delivered in coastal hazards and risk assessment and management for continuing professional development • Assessment of the progress in MHEW	

		perpetuating fund of knowledge and experience in tsunami risk assessment and preparedness by Member States within a multi-hazard context and a framework of Integrated Coastal Area Management (ICAM)		
7.1	Develop functional and technical specification for the regional capacity building platform	• Display and use of high level functional requirements and ICT capacities • Increase in specialised training • Creation of a quick online platforms for learning, teaching and training needs • Level of custom support provided to	• Number of people working on the development of the capacity building platform • Number of people receiving training • Number of partners taking part in specialized training	• Individual reports • Participants registers • Participant evaluations

		the partners for specialised training		
7.2	Development and the implementation of the regional capacity building platform	• Quality of web based capacity development platform in 3 development stages: the prototype, first alpha release for internal testing; first beta release for public (partner) testing; and, the final product	• Number of creators at all stages • Number of users at all stages	• User survey • Evaluation and self-evaluation report • Audit trail of development
7.3	Develop manual for technical staff and users	• Quality of manual	• Number of people users/consulted in developing the manual	• Manual
7.4	Design, develop and host appropriate MOOCs within the platform	• Development of the "taster" courses as a MOOC within the virtual environment. • Quality of videos, training material and discussion forums to facilitate and	• Number of courses developed • Number of stakeholders taking part in the courses • Number of HEIs taking part in the training • Number of common publications	• Courses evaluation • User survey/feedback • Self-evaluation reports

		represent the face to face training sessions		
WP8	**Dissemination and exploitation**	• Impact of the project activities on the participants • Impact of the project activities on the geographic area • Impact of the project activities on the MHEW	• International research events that are (co)organised by partner HEIs • Members of the public attending events organised by partner HEIs • International peer reviewed conference and journal articles by partner HEI researchers • Joint EU programme country and partner country peer reviewed conference and journal articles	• WP8 progress reports
8.1	Develop dissemination and exploitation plan	• Levels of various target groups and mechanisms	• Number of people in target groups • Number of mechanisms allowing dissermination and exploitation	• Individual reports • Participants registers • Participant evaluations
8.2	Develop promotional kit			• Website, Logo and Media publications

8.2.1	Project logo	●	●	● Logo
8.2.2	Project website	● Website presentation	● Website traffic statistics	● Website
8.2.3	Presentation template	●	●	● Media publications
8.2.4	Flyer	●	●	● Media publications
8.2.5	Poster	●	●	● Poster presentation
8.3	Develop sustainability plan	●	●	●
8.3.1	Sustainability plan	●	●	●
8.4	Host a policy dialog with key stakeholders	●	●	●
8.4.1	Policy briefing on research capacity development in the target region	●	●	●
8.4.2	Policy dialog	●	● Non-academic attendees and senior HEI management at policy dialog	● Participant registers ● Participant evaluations
8.5	Write research papers and deliver presentations	● Preparation and presentation of the research papers	● Number of research and popular articles regarding the CABARET activities	● Participant evaluations

	about the CABARET project and results			
8.5.1	A minimum of 1 presentation per programme/partner country HEI, per year on the CABARET aspects at conferences and events	• Preparation and presentation of the research papers and reports	• Number of research and popular articles regarding the CABARET activities	• Conference proceedings
8.5.2	Minimum of 3 peer reviewed research papers in conferences and journals	•	•	• Publications
8.6	Produce CABARET report	•	•	• Self-evaluation of the reports to each WP
8.6.1	Project report	•	•	• Self-evaluation of the reports to each WP